



Changes in the Local Government Schedule

CATEGORY

SERIES TITLE

COURTS - MUNICIPAL

New Category

TAXATION

Adjustments/Relief Orders/Errors - renamed series title to include Errors

Alcoholic and Malt Beverage Tax Reports - reduced retention from 5 years to comply with audit cycle

Cash Book or Transaction Journal - description clarified to include both county and state audit cycle

Cash Receipts or Disbursement Journals/Settlement Book - permanent record reduced to 7 years and audit cycle after Term of Office

Cash Register Journal Tapes or Receipts - renamed series title to include Receipts

Commercial Banks Tax Work papers/Banks License - renamed series title to include Banks License

County Tax Levy - description clarified to include mileage rates

Distribution Worksheet/Reports - new series

Homestead Exemptions - renamed title from Homestead Exemptions/Expired

Insolvent List - new series

Not on Digest Records - reduced retention period from 15 years to 14 years

Tax Sale File - new series



THE GEORGIA ARCHIVES

*Karen Handel, Secretary of State
David W. Carmicheal, Director*

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